



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: June 9, 2008
CLOSING DATE: Open Continuous

Recruiting Bulletin No. AF-RCC-30-08-025

**Local Census Office Manager (LCOM)
AD-0301-00
Pay Rate: \$22.50 – 24.25 per hour**

NUMBER OF POSITIONS: Few

EXCEPTED SERVICE APPOINTMENT: This is a one year Schedule A time-limited appointment with a possible one year extension.

AREA OF CONSIDERATION: Dallas Regional Census Center, Early Local Census Centers (Throughout Mississippi)

- Jackson, MS
- Meridian, MS

WHO MAY APPLY: All U.S. Citizens residing in the area of consideration.

- **Applicant must specify the Location (Mississippi) and County/Parish desired to work. One location per application package. To find out what Early Local Census Office serves your county/parish, go to:** <http://www.census.gov/rodal/www/pdfgif/ELCO-State-County.pdf>
- **Applicant must submit an OF-306 with the application. Please visit OPM website:** http://www.opm.gov/forms/pdf_fill/of0306.pdf

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

DUTIES:

Local Census Office Manager (LCOM): The position manages staff and resources to carryout office and/or field procedures; to direct and control all operational functions, resources, personnel; and implements a team-based environment to lead a temporary staff of office and field employees through multiple levels on accomplishing production goals and quality standards of enumerating all of the residences in the 2010 Census area of operation. The position must build strong local support for the Census by establishing effective relationships with local community-based and volunteer organizations and/or governments, and marketing the Census message to local media outlets (may include interviewing with these outlets.) The position will also include developing and making presentations; adapting the presentation to the specific audience; and speaking extemporaneously to a variety of audiences. This position will analyze office production operations and seek to eliminate bottlenecks and impediments to efficiency. Incumbent must analyze analytical and anecdotal information to develop systems for an efficient office operation supporting field activities.

QUALIFICATIONS: To qualify for the Local Census Office Manager position, all applicants **MUST**

- 1) Pass a written management test (you will be notified when and where to take the test **after** you have submitted your complete application/resume package);

AND

- 2) Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Statement** below. Your experience for all three must be at least at the level described as “c” in the Evaluation Criteria Statement for the Local Census Office Manager. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Each application must consist of the following 3 documents:

- (1) a completed Application for each grade level applied; Optional Application for Federal Employment (OF-612) **or** a resume, listing your work duties and accomplishments relating to the job for which you are applying.
- (2) Individual statement addressing the Evaluation Criteria Statements.
- (3) Declaration for Federal Employment (OF-306).

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of

consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- **Veteran's Preference** - Applicants claiming 10-point veterans' preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated 1991 or later) and the latest copy of the DD-214 (Member 4), Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 (Member 4) to receive preference. For more information on Veterans' Preference, visit OPM website:
<http://www.opm.gov/veterans/html/vetguide.asp>
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (972) 755-3568, (214) 267-6900, or 1(800) 563-6499.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. Submit all applications to the address listed below:

**Bureau of the Census
Dallas Regional Census Center
2777 North Stemmons Freeway, #200
Dallas, TX 75207
ATTN: Brendan P. Haymaker, Human Resources Specialist**

CONDITIONS OF EMPLOYMENT:

Payment of relocation expenses IS NOT authorized.

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.
- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

For further information on this vacancy you may contact, Brendan P. Haymaker, Human Resources Specialist at (972) 755-3568 or 1(800) 563-6499.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
1(800) 563-6499
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, RELIGION, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

EVALUATION CRITERIA: To be considered, applicants must submit these questions either on a separate paper or by printing out the Evaluation Criteria (below) and sending it in with your application package. Applicants must select one of the choices for each of the questions and explain in detail, experience that supports your answer. Please print or type legibly:

1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Select only one answer for Question 1.)

- a. As my primary responsibility, I have experience with **both** of the following: managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); managing employees who worked in multiple geographic locations; **and**, ensuring that work product is conducted in accordance with government or corporate policy and regulations.
- b. As my primary responsibility in a former position, I have experience with **both** of the following: a) managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); **and**, ensuring that work product is conducted in accordance with government or corporate policy and regulations.
- c. I have experience with **both** of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); **and** ensuring that work product is conducted in accordance with government or corporate policy and regulations.
- d. My experience is less than what is described above.

1a. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR explain your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.

2. Please select the answer that best describes your experience effectively communicating organizational goals. (Select only one answer for Question 2.)

- a. I have experience **representing my organization** by preparing and giving speeches and presentations to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or participation in organizational programs. Specifically, I have established relationships with diverse **cultural, community, religious, or other nongovernmental organizations** to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.

b. I have experience **representing my organization** by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience **has not included** developing working relationships with diverse **cultural, community, religious, or other nongovernmental organizations**. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.

c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to **internal** customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.

d. My experience is less than what is described above.

2a. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR explain your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.

3. Please select the answer that best describes your experience with the administrative functions of an office. (Select only one answer for Question 3.)

a. I have managed the administrative functions of an office of at least 50 employees. I have done **all** of the following: recruitment, selection, hiring, training, **and** disciplining subordinate staff.

b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: recruitment, selection, hiring, training, **and/or** disciplining subordinate staff.

c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: recruitment, selection, hiring, training, **and/or** disciplining subordinate staff.

d. My experience is less than what is described above.

3a. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR explain your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.